



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 030-25**

**OPENING DATE: 02/24/2025**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** ICWA Coordinator  
**PAY GRADE:** E5 (\$26.30/hr. - \$36.83/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI/Grant Funded  
**DEPARTMENT:** Social Services  
**REPORTS TO:** Director, Social Services  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Coordinates appropriate services in accordance with ICWA federal standards; including child welfare, foster homes, family services and physical and psychological evaluations.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Conducts intake assessments to evaluate the client's physical and psychological well-being.
- Coordinates children and families treatment plans; develops case plans and maintains accurate and timely case records.
- Receives and investigates referrals for abuse and neglect; interviews and assesses child and family and completes report.
- Accesses community services for information; refers children, parents, or guardians to community resources to meet the needs of the children.
- Contacts service providers to refer, set up, and/or follow up on client progress.
- Conducts home visits to observe and ensure child and family safety.
- Completes and provides daily case documentation to active cases.

- Testifies or appears in court regarding ICWA cases; makes recommendations to the courts as requested.
- Reviews case files, logs all information on ICWA cases; compiles and submits ICWA reports to Director; follows up on all ICWA notices and ensures notification to proper outside agencies of possible ICWA cases.
- Provides services to children out of their homes; works with family for corrective action and reunification.
- Coordinates reports and requests to tribal census on ICWA notices; responds to requesting agency.
- Collaborate with NM Children, Youth and Families on ICWA cases for Isleta children to ensure ICWA compliance.
- Participates in meetings, trainings, activities as a seated member of the New Mexico Tribal Indian Child Welfare Consortium (NM TIC).
- Organizes and attends functions to recruit foster families; evaluates foster home applicants; and interviews families and references; and observes home conditions; completes training, licensing, and background checks for foster care families.
- Provides transports to families to scheduled activities and appointments as needed.
- Participates in Child Protection Team and 24 hour on- call rotation schedule.
- Participates in community centered activities; provides presentations to local agencies and schools.
- Maintains professional knowledge by conducting research, attending annual ICWA training, seminars, educational workshops, classes and conferences; conferring with representatives of contracting agencies and related organizations.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Master's Degree in Social Work (MSW).
- Three years' work experience providing child welfare services to children and families; or equivalent combination of education and experience.
- Licensed Social Worker, is preferred.
- Ability to become certified in ICWA.
- First Aid and CPR Certifications, within 6 months from hire.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of Isleta Pueblo traditions, language, history and culture.
- Knowledge of Indian Child Welfare Act (ICWA).
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of Isleta Pueblo civil codes as it relates to children in need of care.
- Knowledge of Isleta Pueblo judicial system.

- Knowledge of State judicial system.
- Knowledge of Bini Foster Care Data System.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exercise independent judgment.
- Ability to handle multiple tasks and meet deadlines.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis as required.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment.
- Situations where extreme caution must be exercised sometimes occur when contacting individuals at home.
- Noise level is usually moderate.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.